



**WATER RESOURCES PROGRAM
DAM SAFETY OFFICE**

**OPERATION AND MAINTENANCE PLAN
FORM**

1. PROJECT DATA:

Dam Name: _____

Reservoir Name: _____

Owner's Name: _____

Creek/River: _____

Location: Section _____ Township _____ Range _____

Dam Type: _____

Dam Height: _____ Crest Length: _____ Crest Width _____

2. INDIVIDUALS WHO ARE RESPONSIBLE FOR:

Name

Title

Telephone #

Operation: _____

Maintenance: _____

Inspections: _____

Monitoring of
Instrumentation: _____

**3. LISTING OF HYDRAULIC ELEMENTS FOR CONTROLLING INFLOW TO OR
OUTFLOW FROM RESERVOIR:** *(Include gates, valves, spillways, stoplogs, structures, etc. location and
dimensions of structures)*

4. **RULES AND PROCEDURES FOR RESERVOIR OPERATION** *(How is reservoir level controlled? Include proposed reservoir levels for given time of year, periods of drawdown and filling, and operation during floods)*

5. **LIST OF ITEMS REQUIRING PERIODIC MAINTENANCE, AND PROCEDURES FOR PERFORMING MAINTENANCE.** *(Include type of maintenance performed, frequency, method, and record keeping):*

6. **LIST OF INSTRUMENTATION, FREQUENCY OF MONITORING, AND METHOD OF RECORD KEEPING:**

7. **LIST OF EQUIPMENT TO BE PERIODICALLY TEST OPERATED.** *(Gates, valves, hoists, etc. Include frequency of test operation.):*

8. **FREQUENCY OF ROUTINE INSPECTIONS:** *(e.g. Weekly, monthly, or quarterly. Include list of key elements inspected)*

9. **ANNUAL INSPECTIONS BY OWNER:** *(Time of year when performed, special items to be examined, reviewed, and/or test operated)*
